

Older & Historic House Answer Book: Everything You Needed to Know & Never Knew Whom to Ask

How to Find a Historic House

When the phrase “historic house” is used, the image that often comes to mind is one of a grand old Victorian mansion. However, as time progresses, our concept of what is historic changes. For purposes of this guide, the term “historic house” is applied to any house that is at fifty years old and that has retained a significant amount of its historic integrity. That means it retains those character-defining features it had at the time of construction or at a given date, as long as that date was at least fifty years ago or longer. As amazing as it may seem, we are fast approaching the day when whole neighborhoods of Ranch and Split-level style houses will be deemed historic.

Researching Your Historic House

After purchasing your old house, you may want to find out as much about it as possible. Researching the history of your house can be a fun and rewarding endeavor. Finding out when it was constructed and who were its early occupants can generate a sense of continuity and an attachment to your house, your neighborhood, and your community. Sometimes, the answers to your questions will come easily. In other cases, it may take considerable effort to uncover your home’s past.

As you conduct your research, remember that historic records were created by humans and are therefore subject to human error. It is best to substantiate your findings in as many sources as possible. These sources can include tax and deed records, City Directories, Sanborn Fire Insurance Maps, newspaper articles, and oral and local histories.

Franklin’s Historic Residential Architectural Styles

Federal Style (ca. 1800 - 1840)

Federal Style homes became popular throughout the East Coast during the post Revolutionary years to about 1840. Federal Style homes have gable and hipped style roofs with dentils or modillions blocks at the roof eaves and either an exterior or and interior chimney. The front façade is usually symmetrical. The entrances to these houses are paneled wood doors with sidelights and transoms. Federal homes have numerous windows that have shutters as well as decorative lintels or pediments over them. and the houses themselves are mostly made out of brick. Most do not still have there original porches with most having been built in the late 19th century. Special attention was given to the entrance way which often included a fan window and flanking side windows.

Greek Revival Style (ca. 1830 - 1870)

Like Federal style houses, Greek Revival Style houses have hipped and gabled roofs and can have either interior or an exterior chimney. The entrance to the home has a large, full height porch that usually contains round or square columns in Doric, Ionic, or Corinthian orders. The second story porches have railings with round or square balusters. Windows typically have decorative lintels over them and there are dentils in the roof eaves.

Queen Anne Style (ca. 1880 - 1905)

Queen Anne houses are characterized by their asymmetrical massing, with a steeply pitched roof, typically hipped, with a dominant front-facing gable. Some examples include a tower with a conical or steeply pitched hipped roof. Other decorative features include patterned shingles or other types of textured wall surfaces, cutaway bay windows, partial or full-width porches that may wrap around to a side elevation, and decorative porch detailing. Modest versions are typically sheathed with wood siding whereas brick and stone walls were common on more elaborate examples.

Colonial Revival (ca. 1895 - 1930)

Identifying features of Colonial Revival style houses include an accentuated front entrance, typically with a decorative pediment that is sometimes extended forward to form a small porch supported by slender columns. The door may be flanked by sidelights and surmounted by a fanlight. Windows generally have hung sashes with multiple panes and may be flanked by wood shutters. Both symmetrical and asymmetrical versions can be found. Dutch Colonial Revival houses feature gambrel roofs. Wall material can be wood, stone, brick, and even stucco.

Bungalow (ca. 1905 – 1930)

Bungalows were the predominate housing style of the first quarter of the 20th century. They are known for their low-pitched gabled roofs although some examples have hipped roofs. The most common examples are front gabled with projecting lower gabled porches. The roofs have wide overhanging eaves with exposed rafter tails. The porch roof is supported by tapered or square columns on brick piers or a solid porch balustrade. Decorative braces or brackets are often found underneath the gables. Early examples typically had wood wall cladding whereas examples from the 1920s were often constructed of brick.

Rehabilitating Your Historic House

Rehabilitation of a house calls for returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural,

and cultural value. In contrast, the term restoration means to recreate the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing parts. Under this definition, restoring a house might mean removing central heating and air conditioning, automatic dishwashers or other modern conveniences. As there are few instances of true restorations with the exception of some historic house museums, this guide will use the term “rehabilitation” instead of “restoration.”

Most houses undergo some alterations after construction. These alterations are often made to accommodate changes in family size or in an effort to “modernize” the appearance or function of a house. Sometimes historic features such as porch columns or an ornate frieze are removed and not repaired as they begin to deteriorate. A common alteration is the application of artificial siding on the exterior in an effort to cut down on maintenance. These alterations may have a slight impact or a profound impact on the historic integrity of the house. As owner, you may wish to remove these later alterations and rehabilitate your house to an appearance it had at an earlier time. Such work should be done in a manner that follows good rehabilitation practices.

The Secretary of the Interior’s Standards for Rehabilitation

It is recommended that your rehabilitation project follow the guidelines established by the *Secretary of the Interior’s Standards for Rehabilitation*. These ten basic standards were established to help preserve the distinctive character of a historic building and its site, while allowing for reasonable change to accommodate new needs. The *Standards* are listed below.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match

the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

An illustrated version of the *Standards* as well as a hardcopy form is available online on the National Park Service's website at www2.cr.nps.gov.

The National Park Service (NPS) also has created a checklist for rehabilitating historic buildings. This list suggests a typical process of documenting, evaluating, and assessing a historic building prior to undertaking rehabilitation work. These guidelines are general in nature. Every house is unique and has its own set of character-defining features. It is recommended that you seek the advice of a qualified individual who can help you assess which features should be retained and which could be altered—if needed—for the new use. Architects, architectural historians, and historians who are skilled in the preservation and rehabilitation of historic buildings can assist you with these questions. The guidelines listed below are for all types of buildings so some of the items mentioned may not apply to residential construction.

NPS Checklist for Rehabilitating Historic Buildings

1. Check Available Documentation

What historical or architectural documentation is available about the building and site that can help to determine how it looked early in its history, as well as the cumulative changes made over time? [Review the Section “Researching Your Historic House.”]

2. Evaluate the Historic Character (The Way It Looks Today)

Historic buildings are physical records of past inhabitants. The character-defining aspects of the building that need to be identified and evaluated may include the form and detailing of interior materials, such as masonry, wood, and metal; exterior features such as roofs, porches, and windows; interior materials, such as plaster and wood; and interior features, such as moldings and stairways, room configuration, and spatial relationships, as well as structural and mechanical systems.

What is the original configuration of the building? What are the architectural changes that have been made over time during successive occupancies?

- additions such as a porch, wing, or upper story
- changes to surfaces and finishes (unpainted to painted, slates to asphalt; polychrome to monochrome)
- blocking of windows, removal of shutters
- changes to grade
- change to a cornice, loss of stairs or steps
- adding false fronts
- changes to basic plan (single family to multiple family).
- changes to the building site

Remember that most buildings change over time with different occupancies and uses. These changes may or may not be an integral part of the historic character and should be evaluated very carefully prior to work.

3. Assess Architectural Integrity, Including Physical Condition

Has the architectural integrity of the historic building and its setting been assessed? Architectural integrity means the intactness of the building as an architectural system (its plan, features, materials, finishes, and structural system).

Are there physical problems that threaten the building's architectural and structural integrity?

Has a structural survey determined deficiencies due to settlement, deflection of beams, seismic inadequacy, or cuts through structural members for mechanical pipes and ducts?

Is there inherent material damage, such as material failure due to poor design, poor quality materials, severe environmental or moisture problems, neglect, or improper maintenance?

Is there human-inflicted damage, such as removed or lost ornamentation, inappropriate coatings, bad repointing or cleaning, insensitive additions, or partitioning of significant interior spaces?

Are historic features hidden behind later alterations? These may include ornamental ceilings or cornices obscured by dropped ceilings.

4. Plan for the Rehabilitation Work

Have both the interior and exterior of the historic building been thoroughly photographed to document their condition prior to any construction work?

Will testing be needed to determine the condition of the materials or the systems?

Will the project require specially fabricated replacement materials, such as terra-cotta or ornamental metals?

Will the project involve specialized crafts, such as stone carving or ornamental plastering, and if so, where can the necessary expertise be found? It is generally necessary to write unique specifications rather than use standard specifications for certain types of work on a historic building.

Will the impact of a proposed new addition or adjacent new construction be minimized by keeping the size, shape, materials, and detailing in scale with the surrounding environment?

What protective measures will be taken to preserve character-defining features and finishes during the construction work?

Will the project require making bathrooms or other areas and amenities accessible to persons with disabilities? Have options been studied to achieve accessibility without threatening or destroying character-defining interior spaces, features, and finishes?

On the exterior, will the rehabilitation work preserve distinctive historic fabric and the historic character? Loss of fabric or change of character often occurs when:

- storefronts are altered
- visible skylights are added on top of an existing building
- new dormers are added on prominent roofs
- entire new floors are added on top of an existing building

- porches are enclosed
- new window openings are created
- brick walls are abrasively cleaned
- configuration and detailing of new window sash is historically inappropriate

On the interior, will the rehabilitation work preserve distinctive historic fabric and the historic character? Loss of fabric or change of character often occurs when:

- principal rooms are partitioned
- interior plaster is removed to expose brick
- interiors are gutted to introduce new atriums or add new floor levels
- significant stairs are removed or altered
- prominent hallways are narrowed in width
- decorative ceilings are covered by dropped ceilings

Will an architect or other qualified historic preservation personnel be available during construction to ensure that work is carried out according to established preservation principles?

Have construction personnel received adequate training in undertaking historic preservation work?

5. Check Codes and Other Legal Requirements

Are there easements, overlay zones, or local ordinances governing alterations to property (check deed records, zoning offices)?

Depending on the current or anticipated use (museum, commercial/retail, public space), how does the Americans with Disabilities Act, a federal civil rights law, apply to the historic building?

How do state and local building codes apply to the historic building? What impact will they have upon the character and integrity? Are code variances available? Are there code equivalency possibilities for the building?

Is local historic preservation commission review required? [Check with the City's Preservation Officer before beginning such work.]

6. Check Use of Federal Funds / Review Requirements

Will federal funds be involved in the project, necessitating review by the State Historic Preservation Office [Tennessee Historical Commission] and consultation with the Advisory Council on Historic Preservation?

Will federal historic preservation tax incentives be used? If so, do you have a copy of the *Secretary of the Interior's Standards for Rehabilitation* (36CFR 67)? [See beginning of “Rehabilitating Your Historic House” in this guide.]

Have you obtained a copy of the *Historic Preservation Certification Application* package from the State Historic Preservation Office?

Note that for federal historic preservation tax credits, the *Secretary of the Interior's Standards for Rehabilitation* (36 CFR 67) take precedence over local requirements and design guidelines.

7. Check Available Publications

The following publications may be requested free from the National Park Services by contacting: Heritage Preservation Services Information Desk, National Center for Cultural Resources Stewardship and Partnerships, 1849 C St. NW (NC330), Washington, D.C. 20240. Or phone (202) 343-9583, FAX: (202) 343-3803, E-mail: hps-info@nps.gov

- *The Secretary of the Interior's Standards for Rehabilitation*. (1990) in English or Spanish (please specify). 36 CFR 67.
- *Caring for the Past* (Catalog of Historic Preservation Publications developed by technical Preservation Services). This comprehensive listing of sales publications includes the popular *Preservation Briefs* series, *Preservation tech Notes*, and *Guidelines for rehabilitating Historic Buildings*.
- *Preservation Tax Incentives for Historic Buildings*. This booklet provides an overview of the federal Preservation Tax Incentives program.

Financial Incentives for Rehabilitating Your Historic House

Owners of historic houses in Franklin may be eligible for certain financial incentives for rehabilitating their property either through local, state, or federal programs.

Federal Preservation Tax Incentive

The preservation tax incentive for historic buildings is a federally financed tax incentive for the rehabilitation of historic buildings. This 20% credit is available to income-

producing properties listed on the National register of Historic Places and can also be an impetus for historic preservation that otherwise may not occur.

Historic Preservation Easements

A preservation easement is a voluntary legal agreement that protects a significant historic, archeological, or cultural resource. An easement provides assurance to the owner of a historic or cultural property that the property's intrinsic values will be preserved through subsequent ownership. In addition, the owner may obtain substantial tax benefits. Easements can be applied to the exterior, the interior, or an entire building, as well as to cultural landscapes, battlefields, and archeological sites. Generally, the owner grants a portion of or interest in, his or her property rights to an organization whose mission includes historic preservation. Once recorded, the easement becomes part of the property's chain of title and is attached to the property in perpetuity, thus binding not only the current owner, but all future owners as well.

Benefits of Donating an Easement

- Allows an individual to retain private ownership of a property and obtain potential financial benefits.
- The easement binds not only the current owner but future owners, thus ensuring the property will be maintained and preserved by future owners.
- Easements can be created to meet the needs of the property owner, the individual resource, and the mission of the protecting organization.
- Owners may be eligible for a federal income tax deduction equivalent to the value of the rights given away to a charitable or government organization as well as possible benefits from reduced estate, gift, or local property taxes.
- The IRS has defined what types of buildings or properties are eligible for preservation easements. For more information on easements, see the National Park Service's website at www2.crns.gov. It is highly recommended that an easement be created with the assistance of the Tennessee Historical Commission, an attorney who specializes in historic preservation law, and your accountant.

U.S. Department of the Interior, National Park Service Certified Rehabilitation Tax Credit for Preservation of Historic Income Producing Properties.

Owners of buildings listed on or eligible for the National register of Historic Places are eligible to take a 20% investment tax credit for certified rehabilitation work done on their income producing properties. Such work must follow the Secretary of the Interior's Guidelines for Rehabilitation. For more information, contact the Tennessee Historical Commission at (615) 532-1550.

City of Franklin's Preservation Program

In 1965, legislation was passed by the State Legislation in Tennessee permitting Historic Zoning. Franklin passed its Historic Zoning Ordinance in 1986. This ordinance created the Historic Zoning Commission. The Historic Zoning Commission is composed of nine (9) members consisting of a representative of a local patriotic or historical organization; an architect, if available; a member of the local planning commission at the time of such person's appointment; and the remaining members shall be appointed from the community in general. The Historic Zoning Commission shall be appointed by the chief executive of the municipality, subject to confirmation by the local legislative body.

Historic Zoning Commission

The responsibilities and duties of the Commission are to review applications for the designation of local historic districts and local historic landmark districts, and/or to submit to the Franklin Municipal Planning Commission and the Franklin Board of Mayor and Aldermen recommendations for the designation of local historic districts; adopt a set of specific design guidelines for established local historic districts; grant or deny Certificates of Appropriateness with respect to the local historic districts; maintain a record of all proceedings to be available to the public; continue to periodically update or cause to be updated the Survey of Historic Resources for the City of Franklin; review all proposed National Register nominations for properties within the City of Franklin as provided for in the guidelines of the Certified Local Government program as outlined by the National Park Service and the Tennessee Historical Commission; complete an Annual Review of all projects and activities; and, fulfill other responsibilities, obligations, and duties that may be delegated to the Commission.

Certificate of Appropriateness (COA)

No building permit for construction alteration or rehabilitation, moving or demolition to be carried on historic district shall be issued by the Building Inspector until the project has been submitted to and receives a written Certificate of Appropriateness (COA). COA applications must be procured from the officer of the Building Inspector which is located in City Hall. All applications are then referred by the Building Inspector to the Commission. The Commission can request detailed construction plans and related data such as photographs in order to make their review. After review the Commission will either issue to the Building Inspector a letter stating the projects approval, approval with conditions, or disapproval with the reasons for the disapproval. If the Commission issues a disapproval letter to the Building Inspector, then a COA shall not be issued. The applicant may appeal the decision.

Historic Preservation (HP) Overlay

An HP overlay is a classification that is added to a property in addition to the underlying zoning. An HP overlay does not change the underlying zoning and allowable uses of a property. It is an additional requirement that is “overlaid” on the property in order to preserve the character of historic properties important to the community. Once the HP district was established, the Historic Zoning Commission was created to review projects within the overlay.

Property owners inside a local historic district are not required to do anything to their houses. They can maintain them just as they are. Only exterior additions or alterations being proposed by the owner would require review and approval by the Commission. An addition to any structure in historic district would require a COA from the Historic Zoning Commission. The Commission will grant a COA if the design for an addition is compatible with proportions, style and design of the existing structure and with the design guidelines.

Tennessee Historic Commission

The Tennessee Historical Commission (THC) is the state agency for historic preservation. The mission of the Tennessee Historical Commission is to encourage the inclusive diverse study of Tennessee's history for the benefit of future generations; to protect, preserve, interpret, operate, maintain, and administer historic sites; to mark important locations, persons, and events in Tennessee history; to assist in worthy publication projects; to review, comment on and identify projects that will potentially impact state-owned and non-state-owned historic properties, and to locate, identify, record, and nominate to the National Register of Historic Places all properties which meet National Register criteria.

The THC also conducts several state programs such as, *The Courier*, which is a newsletter by the Tennessee Historic Commission that includes a feature article about a certain aspect of Tennessee history. Also the Commission has the State Owned Historic sites program, for the purpose of preservation and interpretation for the public. Plus, the Historical Markers Program which has caused the creation of more than 1400 historical marker signs that introduce Tennessee's travelers to the state's unique history.

The Heritage Foundation

The Heritage Foundation of Franklin, Tennessee and Williamson County was established in 1967 to protect the historic resources that make this area a unique place. The foundation does work in saving historic building and landscapes, doing surveys and inventories, of historic resources, nominating eligible properties to the National Register of Historic Places, Streetscape in Downtown Franklin, sponsoring a Heritage Classroom

program, publishing books, advocating for preservation, and sponsoring educational programs. The Heritage Foundation of Franklin and Williamson County and its division, the Downtown Franklin Association, are nationally recognized as being among the most successful and largest preservation groups in the country

The National Register of Historic Places

The National Register is the official Federal list of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering, and culture. National Register properties have significance to the prehistory or history of their community, State, or the Nation. The register is administered by the National Park Service. Nominations for listing historic properties come from State Historic Preservation Officers (SHPOs) and, for properties owned or controlled by the United States Government, Federal Preservation Officers (FPOs). Properties are also determined eligible for listing at the request of SHPOs and Federal agencies. While SHPOs and FPOs nominate properties for National Register listing, private individuals and organizations, local governments, and American Indian tribes often initiate the process and prepare the necessary documentation. In Tennessee, these nominations are reviewed by the Tennessee Historical Commission's State Review Board. The Review Board meets three times a year to recommend properties for listing in the National Register. Because Franklin participates in the Certified Local Government program, the City's Historic Zoning Commission will review the nomination first before it is sent on to the State Board of Review.

For a property to be listed in the National register of Historic Places, it must possess historic significance in American history, architecture, archaeology, engineering, or culture, as well as have maintained its integrity. Generally, eligible properties must be fifty years old and meet at least one of the following four criteria at the local, state, or national level of significance:

- (A) The property is associated with significant historical patterns or events.
- (B) The property is associated with the lives of significant persons.
- (C) The property represents distinctive design or construction.
- (D) The property has revealed or has the potential to reveal important information about prehistory or history.

Ordinarily cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past fifty years are not considered eligible for the National register. However, exceptions can be made if such properties are integral parts of districts that do meet the criteria or if they fall within the following categories:

(A) A religious property deriving primary significance from architectural or artistic distinction or historical importance

(B) A building or structure removed from its original location but which is primarily significant for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or

(C) A birthplace or grave of a historical figure of outstanding importance if there is no other appropriate site or building directly associated with his or her productive life; or

(D) A cemetery which derives its primary importance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or

(E) A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or

(F) A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance; or

(G) A property achieving significance within the past 50 years if it is of exceptional importance.

Benefits of Listing in the National Register

- Provides recognition of a property's significance in history, architecture, archeology, or engineering.
- Provides *limited* protection when a property is endangered by a *federally* funded or licensed action.
- Provides the owner of income-producing property (commercial or rental residential) the opportunity to receive investment tax credits for "certified rehabilitation."
- Provides the owner the opportunity to apply for matching grant-in-aid for restoration/ rehabilitation (when funding is available).

What the National Register Does Not Do:

- Does not restrict the sale of private property.

- Does not require continued maintenance of private property.
- Does not restrict the use of the property, for example, an owner can continue to live in a listed house or convert a listed property to another use.
- Does not require that any specific guidelines be followed in rehabilitation (unless the owner is using *federal* funds or receiving an investment tax credit).
- Does not require the owner to give tours of the property or open it to the public.
- Does not guarantee funds for restoration.
- Does not guarantee perpetual maintenance of the property.
- Does not provide a tax credit for a private residential structure.
- Does not provide a historic marker for the property.

If you would like to know if your house is eligible for the National register, contact the THC at (615) 532-1550.

Glossary of Architectural Terms

Arcade - A series of arches supported by columns or pillars.

Awning Window - A window hinged along the top edge.

Baluster - Any of the small posts that make up a railing as in a staircase; may be plain, turned, or pierced.

Balustrade - The combination of railing held up by balusters.

Barge Board - The exterior board spanning the distance from the roof ridge to the cornice return.

Bay Window - A set of two or more windows that protrude out from the wall. The window is moved away from the wall to provide more light and wider views.

Bracket - A small supporting piece of wood or stone, often formed of scrolls or other decorative shapes, designed to bear a projected weight, such as a window.

Casement Window - A window that opens by swinging inward or outward much like a door. Casement windows are usually vertical in shape but are often grouped in bands.

Dentils - one of a series of small rectangular blocks projecting like teeth from a molding or beneath a cornice.

Dormer - The setting for a vertical window in the roof. Called a gable dormer if it has its own gable or shed dormer if a flat roof. Most often found in upstairs bedrooms.

Eave - The projecting lower edge of a roof.

Facade - One of the exterior faces (walls) of a building.

Gable - A triangular area of an exterior wall formed by two sloping roofs.

Gabled Roof – A pitched roof with one downward slope on either side of a central, horizontal ridge.

Gambrel Roof - A roof where each side has two slopes; a steeper lower slope and a flatter upper one; a 'barn roof'. Often found in Colonial revival houses in the "Dutch" style.

Hipped roof - A roof with slopes on all four sides. The "hips" are the lines formed when the slopes meet at the corners.

Lintel - A supporting wood or stone beam across the top of an opening, such as that of a window or door.

Mansard - A roof type with two slopes on each of the four sides, the lower slope being steeper than the other; capped off with a cupola, typically Victorian.

Muntin - Wood or metal strips used for holding panes of glass within a window.

Pediment - A triangular gable across a portico, door or window; any similar triangular decorative piece over a doorway.

Porch – A shelter over an exterior door. It can either be projecting from the main body of the house, or integral, meaning it is formed by the main roof of the house.

Sash - An individual window unit (comprised of rails, stiles, lites, muntins) that fits inside the window frame.

Shed - A roof type with one high pitched plane covering the entire structure.

Transom Window – A small window or series of panes above a door, or above a casement or double hung window.

Veneer – A decorative layer of brick, wood, or other material used to cover inferior structural material thereby giving an improved appearance at a low cost.

Veranda – A roofed space attached to the exterior wall of a house and supported by columns, pillars, or posts.

Glossary of Preservation Terms

Adaptive Use - The reuse of a building or structure, usually for a purpose different from the original. The term implies that certain structural or design changes have been made to the building in order for it to function in its new use.

Advisory Council on Historic Preservation (ACHP) – The independent federal agency established by the National Historic Preservation Act to comment on federal undertakings and to encourage federal agencies to consider historic resources in their project planning.

Archeological Resources – Sites that can provide information about prehistoric or historic human occupation (activities). Generally, it is considered that the information will be found below the surface of the ground, but this is not always the case. Archeological resources range from sites which contain numerous artifacts and features beneath the ground's surface to those which contain only a few small artifacts scattered on the ground.

Building – A structure created to shelter any form of human activity , such as a house, barn, school, or hospital. “Building “may refer to a historically-related complex such as a courthouse and jail or house and barn.

Certificate of Appropriateness (CA) - A document approving work on local landmarks or properties in historic districts based on consistency with applicable design guidelines or standards.

Certified Historic Structure – A building (and its structural components) which is of a character subject to the allowance for depreciation provided in Section 167 of the Internal Revenue Code of 1954 which is either (a) individually listed in the national Register of Historic Places; or (b) located in a registered historic district and certified by the Secretary of the Interior as being of historical significance to the district.

Certified Local Government (CLG) – A local government whose local historic preservation program has been certified pursuant to Section 101 (c) of the National Historic Preservation Act. The CLG enforces a local historic preservation ordinance and meets other requirements specified by the Tennessee Historic Commission or the National Park Service. The City of Franklin participates in the CLG program.

Contributing Resource - A resource that retains a significant amount of its historic and or architectural integrity and therefore contributes to the overall significance of a Property.

Covenant – A deed restriction limiting the owner's use of his/her property.

District – A significant concentration or linkage of buildings, structures, sites, or objects united historically or aesthetically by plan or physical development.

Historic Preservation Easement - A preservation easement is a voluntary legal agreement that protects a significant historic, archaeological, or cultural resource. An easement provides assurance to the owner of a historic or cultural property that the property's intrinsic values will be preserved through subsequent ownership. In addition, the owner may obtain substantial tax benefits. Generally, owner grants a portion of, or interest in, her property rights to an organization whose mission includes historic preservation. Once recorded, an easement becomes part of the property's chain of title and is attached to the property in perpetuity, thus binding not only the owner who grants the easement but all future owners as well.

Historic Resources – The buildings, structures, objects, and sites (including historic archaeological sites) that represent human activity.

National Historic Preservation Act, as amended – The 1966 legislation establishing the National Register of Historic Places and extending the national historic preservation program to properties of state and local significance.

National Register of Historic Places – The nation's official list of buildings, structures, sites, objects, and districts that are significant in American history, architecture, archeology, engineering, or culture, maintained by the National Park Service under the authority of the National Historic Preservation Act.

Noncontributing Resource – A resource that does not add to the historic significance of a property.

Object – Those constructions that are primarily artistic in nature or relatively small in scale and simply constructed. Although it may be by nature or design, movable, an object is associated with a specific setting or environment.

Reconstruction – The act or process of recruiting by new construction the exact form and detail of a vanished building, structure, or object, or a part thereof, as it appeared at a specific period of time.

Rehabilitation – The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those character defining features that are significant to its historical, architectural, and cultural values.

Restoration – The act or process of accurately returning a historic property and its setting to an appearance it had during a set period of time by removing later work or replacing missing earlier features.

Secretary of the Interior's Standards for Rehabilitation – Ten basic principles established by the Secretary of the Interior which are recommended in the planning and rehabilitation of historic buildings.

Site – The location of an event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses, historic, architectural, or archeological value regardless of the value of any existing structure.

Stabilization – Measures taken to reestablish a weather-resistant enclosure and the structural stability of an unsafe or deteriorating property while maintaining the essential form as it exists at present.

Structure – A functional construction usually made for purposes other than creating human shelter.

Survey – The systematic documentation of historic resources in a given area. This documentation includes field surveys where information is gathered regarding the current physical condition of the resources through written and photographic means as well as the gathering of archival information before and during the survey process.

Tennessee Historical Commission (THC) – The state agency for historic preservation. Its mission is to protect and preserve the state's historic and prehistoric and prehistoric resources for the use, education, enjoyment and economic benefit of present and future generations. It also conducts the National Register, Certified Local Government, Investment Tax Credit program, and many other programs in the state.

Undertaking – As used in the National Historic Preservation Act, a project, activity, or program funded in whole or in part under the direct or indirect jurisdiction of a Federal agency, including (a) those carried out by or on behalf of the agency; (b) those carried out with Federal financial assistance, (c) those requiring a Federal license, permit, or approval, and (d) those subject to State or local regulation administered pursuant to a delegation or approval by a Federal Agency

Helpful Organizations

Planning Department, City of Franklin
City Hall
109 3rd Avenue South
Franklin, TN 37064
(615) 791-3217
(615) 791-6733 Preservation Planner
<http://www.franklin-gov.com/planning/index.html>

Tennessee Historical Commission

Clover Bottom Mansion
2941 Lebanon Road
Nashville, TN 37243-0442
615-532-1550
<http://www.tennessee.gov/environment/hist/>

National Trust for Historic Preservation
1782 Massachusetts Avenue, N.W.
Washington, D.C. 20036
(202) 673-4219
www.nationaltrust.org

The Heritage Foundation of Franklin & Williamson County
National Trust Local Partner
P.O. Box 723
Franklin, TN 37065
615-591-8500
FAX 615-591-8502
Mary Pearce, Executive Director
www.nationaltrust.org

"Historic Zoning Commission." [City of Franklin, TN](http://www.franklin.gov/planning/hzc.html). City of Franklin, TN. 15 May 2007
<<http://www.franklin.gov/planning/hzc.html>>.

"Historic Zoning FAQ." [City of Franklin, TN](http://www.franklin.gov/planning/hzc_faq.html#4). 18 May 2007 <http://www.franklin.gov/planning/hzc_faq.html#4>.

"Tennessee Historical Commission." [Tennessee.Gov](http://www.tennessee.gov/environment/hist/). The Tennessee Dept. of
Environment and Conservation. 14 May 2007
<<http://www.tennessee.gov/environment/hist/>>.